



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We would like to run an air BnB from the apartment attached to our house.

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Robert & Ashley Emley

PROPERTY OWNER ADDRESS: 140 Patterson Way Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 140 Patterson Way Sitka, AK 99835

APPLICANT'S NAME: Ashley Emley

MAILING ADDRESS: 140 Patterson Way Sitka, AK 99835

EMAIL ADDRESS: amemley@gmail.com DAYTIME PHONE: (503) 717-1014

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: Kincroft US SURVEY: _____

Emley

Last Name

Date Submitted

140 Patterson Way Sitka, AK 99835

Project Address

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☒ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

5-15-19

Date

Owner

5-15-19

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR

- ☐ MARIJUANA ENTERPRISE
☒ SHORT-TERM RENTAL OR BED AND BREAKFAST
☐ OTHER: _____

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) (Please address each item in regard to your proposal)

- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

Minimal traffic will be generated.

- Amount of noise to be generated and its impacts on surrounding land use: The noise

will be minimal.

- Odors to be generated by the use and their impacts: Normal cooking odors

may be present at times.

- Hours of operation: Check in will be 3:00 PM - 10:00 PM

check out is before 11:00 am

- Location along a major or collector street: no

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: zero to no potential

- Effects on vehicular and pedestrian safety: Minimal to no effects

Last Name

Date Submitted

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: _____

The site is easy to access

- Logic of the internal traffic layout: There is a driveway with off street parking.

- Effects of signage on nearby uses: There will be little or no signage, any proposed signage will be an address or house number.

- Presence of existing or proposed buffers on the site or immediately adjacent the site: none

- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): ED 6.5 - supporting tourism & visitor industry.

- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): _____

Last Name


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REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare because The rental unit is built to code & all fire/safety laws will be followed;
 - b. Adversely affect the established character of the surrounding vicinity, because it will be monitored & maintained.; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, because, the home owners live on site.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, conforms to Comprehensive Plan Section ED 6.5 which states SUPPORT GROWTH OF SITKA'S INDEPENDENT, CRUISE-RELATED & HERITAGE TOURISM WORK & ENTERPRISES. because the proposal offers visitors to Sitka a safe & affordable place to stay;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because The rental listing will follow applicable laws & statutes set forth by the city of Sitka.

ANY ADDITIONAL COMMENTS _____


Applicant

5-15-19
Date

Last Name

Date Submitted

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